



# Reed Memorial Library

## **Emergency Plan Policy**

### **FIRE**

In the event of a fire Library Staff shall remain as calm as possible and immediately call 911 to report fire. The potential danger to patrons and staff should not be underestimated. At the first indication of smoke or flame or the sounding of the fire alarm, investigate the situation as quickly and calmly as possible to determine the location and extent of the fire. Clear the building. The staff shall familiarize itself with the type, location and application of the fire extinguishers in the building. Fire drills will be held quarterly.

### **HEALTH EMERGENCIES**

Without specialized training it is not advisable for staff to undertake more than keeping the sick or injured person as comfortable as possible and protected from needless disturbance until medical help can be obtained. Since each case is unique, staff members should use their own judgment to do what is prudent and reasonable. Rescue squads, 911 or police should be called immediately in the event of any serious problems. No medication, including over-the-counter pain relievers, should ever be dispensed to the public. However, staff trained to administer Narcan may do so at their discretion.

### **BLOOD AND BODY FLUIDS**

Blood and body fluids should not be handled or cleaned up by any staff member without medical authorization. Rubber gloves **MUST** be worn. Paper towels and other cleaning materials must be disposed of in a separate plastic bag, tied and removed from the building. Areas soiled with blood and/or body fluids should be declared off-limits until properly cleaned.

### **BOMB THREATS**

Evacuate building immediately. Using a portable phone call 911. Police will handle actual search.

## PUBLIC STATEMENTS

In the event of an emergency situation, official statements to the public and media will be made by the Library Director, Board President or designee placed in charge of the Library. In the event that the Library has to close due to an emergency situation or inclement weather, the Library Director, Assistant Director or their designee will contact the media.

If it is necessary for the library staff to provide the public with information, the library administration will inform the staff what is to be said.

UPDATED AND APPROVED BY THE BOARD OF TRUSTEES: August 7, 2019